

## Requirements for a Complete Voluntary Petition

*Documents that should be filed as part of the voluntary petition pdf, and the order they should appear in:*

1. Voluntary Petition, Exhibit D and any attachment to Exhibit D
2. Statement of Financial Affairs
3. Summary of Schedules
4. Statistical Summary of Certain Liabilities (Individual debtors)
5. Schedules
6. Declaration Concerning Schedules
7. Verification of Creditor Matrix
8. Form 202 Statement of Military Service *(if applicable)*
9. Chapter 7 Means Test Form, Chapter 13 Statement of Monthly Income or Chapter 11 Statement of Monthly Income (Individual Debtors)

*If the above documents are not filed at the time the new case is filed, they MUST be filed separately using the appropriate Miscellaneous event.*

*The following documents may be filed as part of the voluntary petition pdf at the time the new case is filed. If not filed at the time the new case is filed, they MUST be filed separately using the appropriate Miscellaneous event.*

- Certificate of Budget and Credit Counseling Course
- Employee Income Record (*Pay Advices*) or Statement Concerning No Employee Income Record
- List of 20 Largest Unsecured Creditors (Chapter 11)
- Statement Of Compliance With Credit Counseling Requirement (Form 1002-2, Effective June 1, 2006)

*Items that should NOT be included in the Voluntary petition PDF and are to be filed as a separate transaction:*

- Chapter 11 Small Business Balance Sheet (Miscellaneous)
- Chapter 11 Small Business Cash Flow Statement (Miscellaneous)
- Chapter 11 Small Business Statement of Operations (Miscellaneous)
- Chapter 11 Statement of Monthly Income (Miscellaneous)
- Disclosure of Compensation (Miscellaneous)
- Exigent Circumstances re: Credit Counseling (Miscellaneous) *(if applicable)*
- Exemption from Credit Counseling (Motions/Apps/Stips) *(if applicable)*
- Exemption from Means Test (Motions/Apps/Stips) *(if applicable)*
- Extend Time for Credit Counseling (Motions/Apps/Stips) *(if applicable)*
- Intent to Cure Default (Miscellaneous) *(if applicable)*
- Pay Filing Fee in Installments (Motions/Apps/Stips) *(if applicable)*
- Statement of Intent (Miscellaneous)
- Statement of Social Security Number (Miscellaneous)
- Waive Chapter 7 Filing Fee (In Forma Pauperis) (Motions/Apps/Stips) *(if applicable)*

*The court does not require the following to be filed:*

- PDF image of the List of Creditors (not required because matrix file is to be uploaded at the time the case is filed)
- Cover Sheet (Form 1002-1)